

Training and Preparation for Administering COVID-19 Vaccinations under the Auspices of the Virginia Department of Health

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I. Purpose

The purpose of this document is to provide uniform guidance and training for all staff providing COVID-19 vaccinations. Public health professionals are the gold standard for vaccination campaigns. To maintain the trust and confidence of the public, this vaccination campaign must be undertaken with the utmost attention to detail in vaccine storage and handling, vaccine administration, correct timing of vaccination with the second dose, and thorough follow up on any potential adverse reactions.

II. Individuals Authorized to Vaccinate

Table 1 below provides a summary of roles that are authorized to perform different actions related to vaccine administration (vaccinating, mixing etc.) along with supervision requirements. Please also review Sections III & IV of this document for further information on authorization of various roles. **Remember, all roles that are authorized to vaccinate MUST complete the Skills Assessment Checklist for the vaccine they will administer** (included as Appendices in this document).

Table 1: Vaccinator Roles

Provider Credentials*	Authorized to Vaccinate	Supervision Needed to Vaccinate	Authorized to mix/reconstitute/dilute	Supervision Needed to mix/reconstitute/dilute
MD, DO**	Yes	None needed	Yes	None needed
PA**	Yes	None needed	Yes	None needed, once trained
RN**	Yes	None needed	Yes	None needed, once trained
Nurse Practitioner (not in independent practice)**	Yes (functions under RN license)	None needed	Yes	None needed, once trained (functions as an RN)
LPN**	Yes	Yes. Supervision needed by RN (can also be provided by MD, DO)	No	N/A
Pharmacist**	Yes	No	Yes	None needed, once trained
Pharmacy Intern	Yes	Yes. Supervision can be provided by pharmacist ONLY	Yes	Yes. Supervision and second check can be provided by pharmacist ONLY

Pharmacy Technician	Yes	Yes. Supervision can be provided by pharmacist ONLY	Yes	Yes. Supervision and second check can be provided by pharmacist ONLY
Other Health Professionals ***	Yes	Yes	N/A	N/A
EMS Providers**	Yes	No	No	N/A
Nursing Students****	Yes (only as per §18VAC90-27-110) School must certify that students have been properly trained in vaccination administration.	On-site oversight from health care providers whose scope of practice includes vaccine administration is also required.	No	N/A
Other VA Students of Health Professions listed above (in good academic standing)****	Yes. School must certify that students have been properly trained in vaccination administration.	On-site oversight from health care providers whose scope of practice includes vaccine administration is also required.	No	N/A

* Providers must have a license from Virginia, or another US State as per the [PREP Act](#) (only physicians, registered nurses, and licensed practical nurses), with the exception of Active Duty Military and Military Medical Personnel. Virginia MDs, DOs, and DPMs can search for their licenses here: <https://dhp.virginiainteractive.org/Lookup/Index> If a provider is licensed in a state other than Virginia, they will be required to provide VDH with their license documentation.

Active Duty Military do not require a state-specific license as per [§ 54.1-2901](#) (DHP regulations may not prevent the performance of the duties of any active duty health care provider in active service in the army, navy, coast guard, marine corps, air force, or public health service of the United States at any public or private health care facility while such individual is so commissioned or serving and in accordance with [their] official military duties) and [§ 54.1-106](#) (Any commissioned or contract medical officers or dentists serving on active duty in the United States armed services and assigned to duty as practicing commissioned or contract medical officers or dentists at any military hospital or medical facility owned and operated by the United States government shall be deemed to be licensed pursuant to this title).

Medical Military Personnel (an individual who has recently served as a medic in the United States Army, medical technician in the United States Air Force, or corpsman in the United States Navy or the United States Coast Guard and who was discharged or released from such service under conditions other than dishonorable as per [§ 2.2-2001.4](#). **Military medical personnel; program do not require a state-specific license.** More specifically, military medical personnel may practice and perform certain delegated acts that constitute the practice of medicine or

nursing, reflecting the level of training and experience of the military medical personnel and under the supervision of a licensed physician or podiatrist.

*** For example, under the PREP Act MDs, DOs, RNs, LPNs, pharmacists, pharmacy interns, and pharmacy technicians with an expired **out of state** license due to retirement in the past five years that is in good standing can also prescribe (MD, DO) or administer (RN, LPN, pharmacist, pharmacy intern, pharmacy technician) vaccines in Virginia.*

Please note that in all cases, retired individuals cannot put any former credentials on their name tag during the vaccine clinic. Only those with active licenses can use credentials like MD, RN, etc.

**** The other health professionals category includes dentists, optometrists, respiratory therapists, midwives, podiatrists, and veterinarians as indicated in the PREP Act.*

***** Check Section III, numbers 4 & 5 for more guidance about students of health professions, which includes students of medicine, nursing, dental medicine, midwifery, optometry, paramedic, pharmacy, physician assistant studies, podiatry, respiratory therapy, veterinary medicine, and emergency medical technician students (advanced or intermediate EMTs).*

Individuals Authorized to Vaccinate When a Prescriber is Not on Site:

Under [§54.1-3408](#), the following individuals may vaccinate adults when a prescriber is not on site:

- 1. Pharmacists**
- 2. Registered Nurses (RNs)**
- 3. Licensed Practical Nurses (LPNs)** (only under the supervision of an RN)
- 4. Retired MDs, pharmacists, RNs** (only if a licensed professional whose scope of practice includes vaccination)
- 5. Designated emergency medical services (EMS) providers who hold an advanced life support certificate**

III. Other Individuals Who May Vaccinate

On-site oversight from health care providers whose scope of practice includes vaccine administration is required for non-traditional vaccinators. Additional details and requirements can be found below:

- 1. Pharmacy Interns and Pharmacy Technicians:** [Department of Health and Human Services declaration](#) (HHS) allows pharmacists to order and administer childhood vaccinations to children ages 3-18 years of age and COVID-19 vaccinations to children and adults. In addition, pharmacy interns and pharmacy technicians may administer childhood vaccines to children ages 3-18 and **COVID-19 vaccines to children and adults while under the supervision of a pharmacist** as long as they

meet the requirements in the declaration of the HHS Secretary. Requirements for this provision have been defined by the [HHS](#) document. Per [§ 54.1-3320](#), the supervision of pharmacy interns and pharmacy technicians is reserved for pharmacists only. In addition, a pharmacy intern may engage in the acts to be performed by a pharmacist as set forth in subsection A of the Drug Control Act ([§ 54.1-3400](#) et seq.) for the purpose of obtaining practical experience required for licensure as a pharmacist, if the supervising pharmacist is directly monitoring these activities.

2. **EMS providers:** May provide vaccines when they meet the current requirements. In order for EMS providers to support VDH vaccination clinics, according to [§ 54.1-3408](#), they must:

- a. Hold a valid, unrestricted Advanced Life Support certificate issued by the Virginia Commissioner of Health
- b. Be affiliated with the Virginia EMS agency developing the vaccination program
- c. Be individually approved by their agency Operational Medical Director (OMD) as a vaccinator
- d. Must follow protocols approved by their OMD for vaccine administration

The Virginia EMS Agency, where the EMS provider is affiliated, shall provide confirmation to VDH that the provider meets the requirements above. Virginia EMS providers supporting VDH vaccination clinics must complete the VDH procedures for Evaluating Immunization Knowledge and Skills for Vaccinators listed below. Virginia EMS Agencies are encouraged to use VDH procedures for Evaluating Immunization Knowledge and Skills for Vaccinators for their vaccination program and closed POD vaccination efforts.

3. **MRC volunteers that are EMS providers:** Can ONLY provide vaccinations under the direction of their EMS Agency and OMD as outlined above. MRC coordinators will not be responsible for managing EMS providers as MRC volunteers.
4. **Nursing Students:** Per [§18VAC90-27-110](#), “In accordance with [§54.1-3001](#) of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing.” **Schools of Nursing must have a current school MOA with VDH, and students must be supervised by their clinical instructor or preceptor** and in accordance with all Board of Nursing regulations.
5. **VA Students of Health Professions:** Students of those professions listed in Table 1 (students of medicine, nursing, dental medicine, midwifery, optometry, paramedic, pharmacy, physician assistant studies, podiatry, respiratory therapy, veterinary medicine, and emergency medical technician students {advanced or intermediate EMTs}) who are in good academic standing may vaccinate through VDH, LHD, or hospital community clinic IF their school certifies that students have been properly trained in vaccination administration. **Schools must have a current school MOA with VDH, and students must be supervised by their clinical instructor or preceptor.**

For even more details on roles and eligibility to vaccinate, refer to [this guidance](#).

IV. Individuals Authorized for Immediate Use Mixing, Diluting, or Reconstituting

It is anticipated that at least one of the vaccines for COVID-19 will require immediate diluting prior to use. Per [§18VAC85-20-400](#), **MD or DO may have a physician assistant or registered nurse (RN) mix vaccines without a second check by the physician provided all of the provisions set forth in the administrative code are followed.**

Pharmacists can mix, dilute or reconstitute medications including vaccines and directly supervise pharmacy interns and pharmacy technicians in the mixing, diluting or reconstituting of medications and vaccines under [§54.1-3320\(A\) \(7\)](#)

V. Required Training to Administer COVID-19 Vaccines under the Auspices of the Virginia Department of Health

Training Assumptions & Key Considerations:

1. **All vaccinators will function under the guidance of a public health district director or their deputy, or public health nurse, or registered nurse in charge of COVID-19 vaccination efforts.** In addition, health districts may hire an immunization subject matter expert registered nurse, MD, DO or NP either acting under their appropriate NP qualifications or as a RN, or a Pharmacist to lead their COVID-19 vaccination efforts.
2. **All vaccinators must complete these following core training requirements** prior to participating in the vaccination event:
 - a. Moderna (TRAIN ID: 1095215) **and** Pfizer-BioNTech (TRAIN ID: 1095345) **and** Johnson & Johnson (Train ID: 1096541) Covid-19 Vaccine specific training module(s)
 1. How to use an EPI pen (TRAIN ID: 1095208)
 2. Safe Use and Disposal of Multi-Dose Vials (TRAIN ID: 1097616). *Vaccinators who already completed and passed TRAIN ID: 1095260 do not need to complete this course.*
 3. Complete skills checklist(s) for vaccine(s) they are administering (Refer to Appendices A-D)

Note: All training must be entered into TRAIN. Refer table below for direct links to these courses in TRAIN.

3. **Districts are required to maintain proof of competency on each vaccinator** in their personnel files. This includes copies of all documents verifying courses have been completed outside of TRAIN and satisfactory completion of VDH procedures for Evaluating Immunization Knowledge and Skills for Vaccinators (Skills Assessment Checklist).
4. **The Nurse Manager, District IAP, or their designee will evaluate all vaccinators** using the Skills Assessment Checklist (included as Appendix A in this document). This assessment is also an opportunity for vaccinators to ask questions, get clarification on technique, and resolve issues. The skills checklist can be completed at the vaccination site/POD. As a reminder, this function can be delegated to a competent MRC volunteer.
5. **This document will be regularly updated as additional guidance is released by the FDA and the CDC.** It is recommended that all vaccinators continue to check for regular updates to any training requirements. Vaccinators should also join the CDC Clinician Outreach and Communication Activity (COCA) Calls to continue to receive latest guidance: <https://emergency.cdc.gov/coca/calls/index.asp>

Training Requirements by Role:

Traditional Vaccinators: Any provider who is authorized to administer vaccination and who has performed vaccinations in the last one (1) year. Includes those that have completed MRC training for other vaccination efforts. Volunteers are only required to take training for the vaccine they are delivering. For example, if volunteers will only be administering the COVID-19 vaccine, they do not need to complete training for administering other vaccines such as influenza, Tdap, etc. This group includes individuals currently working in health care who provide any vaccines in their health care setting (such as influenza vaccine). This group also includes individuals who are pharmacists, nurses, MDs, DOs, PAs, NPs (function as RNs), EMT-I and EMT-P who are currently authorized to vaccinate and LPNs in current practice or who have retired or left their practice setting within the last year that can complete the basic courses and demonstrate safe injection practices.

Non-Traditional Vaccinators: Any provider who is authorized to vaccinate but who does NOT have experience with administering vaccinations in the last one (1) year or have **retired/left active practice more than 1 year ago***. As the pace of vaccine production increases, additional vaccinators will be needed. Many of these vaccinators may have little or no experience in providing vaccines and are considered non-traditional vaccinators.

*If a providers previously completed training when there was a two-year requirement, the provider has met the required training to be a COVID-19 Vaccinator and does not need to take any additional training. As of March 8, 2021, any provider who has not administered vaccine in the past one (1) year is classified as a Non-Traditional Vaccinator, and must complete all courses assigned to Non-Traditional Vaccinators.

Community Vaccinators: There is a separate training plan for those only interested in volunteering to vaccinate at COVID-19 Vaccination Clinics.

Storage & Handling Staff: Medical or non-medical staff who will be storing, handing, or managing logistics for the COVID-19 vaccines.

Other Personnel: Those in additional roles as defined by the pandemic environment such as (front desk staff, support staff, patient coordinators, POD members etc.) may be required to take certain trainings.

Table 2: Required Trainings

Topic/Course Name	Train ID (approx. duration)	Training required for the following roles:			
		Traditional Vaccinators (providers with routine vaccination experience- see definition above)	Non-traditional Vaccinators (see definition above)	Storage & Handling Staff	Other Personnel
Pfizer BioNTech Vaccine Preparation and Administration	1095215 (~25 minutes)	x	x		
Moderna Vaccine Preparation and Administration	1095345 (~25 minutes)	x	x		
J&J Vaccine Preparation and Administration	1096541 (~25 minutes)	x	x		
How to Use an Epi Pen ¹	1095208 (~10 mins)	x	x		
Safe Use and Disposal of Multi-Dose Vials ² (<i>Updated 5/3/21</i>)	1097616 (~30 mins)	x	x		
Completion of the Skills Assessment checklist	1096532 (~20 mins, see Appendix A)	x	x		
How to Give an IM Injection	1096822 (~15 mins)		x		
Bloodborne pathogens Exposures ⁴	1028520 (~20 mins)		x		
Airborne Pathogens ⁴	1087669 (~20 mins)		x		
Vaccinating in the COVID-19 pandemic environment	1095195 (~15 mins)		x		
Pfizer BioNTech Vaccine storage and handling	1095212 (~15 mins)			x	

Returning the Pfizer BioNTech thermal shipper	1095218 (~15 mins)			x	
Administering Moderna Vaccine	1095345 (~15 mins)			x	
J&J Vaccine Storage and Handling	1096541 (~15 mins)			x	
Working with Dry Ice	1093708 (~10 mins)			x	
Confidentiality Training	1032033 (~20 mins)			x	
POD Essentials	1094136 (~25 mins)			x	
<i>CPR certification needs to be current within past 2 years⁵</i>	Can use one of several options available online such as one available via AHA here . EMS providers must have current certification when certified. Each EMS agency has their own policy for verifying CPR skills and the EMS may not have a current CPR card. Districts should accept the training certification by their partner EMS agency.	x	x		x
Vaccine Adverse Event Reporting System (VAERS)	VAERS Report Event				
v-SAFE (smartphone based text messaging tool for health check-ins)	Quick Reference Guide				x

¹In addition to watching the Epi Pen video, all providers must complete training on responding to post vaccination emergencies such as syncope and anaphylaxis and the importance of reporting all adverse reactions to the medical POD lead for entry into VAERS. NOTE: The video VDH Immunization Updates for the EMS Community discusses responding to syncope.

²Vaccinators who already completed and passed TRAIN ID: 1095260 do not need to complete this course.

³Providers who have previously completed this course should provide proof via TRAIN transcript or official transcript from their EMS agency. Pharmacists, pharmacy interns, and pharmacy technicians who have completed the [Board of Pharmacy Training requirements](#) must present proof of completion of all requirements. REMINDER: pharmacy interns and pharmacy technicians must function under the direct supervision of a licensed pharmacist.

⁴Vaccinators who have completed a medical bloodborne pathogen training within the last year may provide proof of official documentation through their employee health record, TRAIN transcript or official training transcript from their agency. For providers who are employed by health care systems, completion of similar courses may also be required annually by their employers and hence, such providers may be exempt from completing these again.

⁵ Per 18VAC90-21-50. Requirements for protocols for administration of adult immunizations, the language for qualification of provider's states:

10. Qualification of immunization providers.

- a. Virginia licensure as a registered nurse, licensed practical nurse, or pharmacist.
- b. Supervision of a licensed practical nurse provider.
- c. Current cardiopulmonary resuscitation training.

The agency definition of current training is "Professional CPR Certification". CPR certification is required every 2 years.

Additional Optional Trainings:

1. Using PrepMod as a Vaccinator
 - a. Clinic Activity Form and Documenting a Vaccination
 - i. TRAIN ID: [1096294](#)
 - b. Registration Records Search and Review Clinic Activity
 - i. TRAIN ID: [1096288](#)
 - c. [Quick Reference Guides](#)

Storage and handling resources and EUA Fact Sheets can be found [here](#).

Appendix A: Skills Assessment Checklist for Covid-19 Vaccine Administration

Vaccinator's Name and Professional Credentials: _____ Date of Assessment: _____

Evaluator's Name and Professional Credentials: _____

Competency	Clinical skills, techniques, and procedures	Needs to Improve	Meets or Exceeds Expectations	Required Plan of Action
A Patient Education	1. Welcome patient and verify identity (name) and date of birth.			
	2. Ensure the Rights of Medication Administration. Make sure you have the: <ul style="list-style-type: none"> a. Right patient b. Right vaccine with right diluent c. Right dosage d. Right route, needle length e. Right site f. Right documentation 			
	3. Explain the reason for the COVID-19 vaccination and the location of injection. Explain any follow-up shots and schedule as needed.			
	4. EMR/PrepMod will capture precautions or contraindications. Review for appropriate vaccination or deferral.			
	5. Provide the relevant EUA COVID-19 vaccine fact sheet. This may have been provided electronically during the registration process. It is important to provide the fact sheet BEFORE administering the vaccine. Verify client/parent/caregiver receives fact sheet, ensure client/parent/caregiver has time to read information and ask questions, and provide an opportunity to discuss side effects.			
	6. Review comfort measures and aftercare instructions with patient. Answer questions and accommodate for special needs of patient. Provide information to enroll in the v-safe and VaxText programs.			
B Safety Protocols	1. Identify the location of medical protocols (e.g., immunization protocol, emergency protocol, reference material).			
	2. Identify the location of epinephrine, its administration technique, and clinical situations where its use would be indicated.			
	3. Maintain up-to-date CPR certification			
	4. Understand the need to report any needle stick injury and to maintain a sharps injury log.			
	5. Demonstrate knowledge of proper vaccine handling, e.g., maintains vaccine at recommended temperatures before and prior to use, demonstrates knowledge of how to use multi-dose vials etc..			
	6. Identify AED location.			
C	1. Perform proper hand hygiene prior to preparing vaccine.			
	2. When removing vaccine from freezer or fridge, look to ensure storage unit temperature is in proper range.			

Vaccine Preparation	3. Remove the required number of vials from storage and thaw each vial before use.			
	4. When puncturing the vial, check vial expiration date of vial and record the date and time the vial was punctured. Double check vial label and contents prior to drawing-up.			
	5. Prepare to draw vaccine in a designated clean area not adjacent to where potentially contaminated items are placed.			
	6. Follow manufacturer guidance to dilute or mix vaccine, if required (Refer to appropriate checklist for vaccine-specific protocol: Appendices B-D).			
	7. Swirl (Moderna/Janssen (J&J)) vial gently in an upright position for 10 seconds or invert 10 times (Pfizer) after thawing and between each withdrawal. Do not shake.			
D Administering Vaccine	1. Perform proper hand hygiene.			
	2. Utilize appropriate PPE (surgical/ procedure mask, face shield or goggles). Gloves are optional. If gloves are worn, they must be changed between each patient and hand hygiene performed.			
	3. Properly position patient.			
	4. Identify injection site (deltoid ONLY).			
	5. Locate anatomic landmark specific for IM.			
	6. Prep site with alcohol wipe, using a circular motion from the center to a 2" to 3" circle. Allow alcohol to dry.			
	7. Draw up vaccines in a designated clean medication area that is not adjacent to areas where potentially contaminated items are placed.			
	8. Select the correct needle size for IM based on patient age and/or weight, site, and recommended injection technique (23-25 Gauge Needle. Lengths may vary by body size, 5/8, 1", 1 1/2").			
	9. Maintain aseptic technique throughout, including cleaning the rubber septum (stopper) of the vial with alcohol prior to piercing it.			
	10. Using aseptic technique withdraw <u>appropriate dose</u> of vaccine into a sterile dosing syringe with a needle appropriate for intramuscular injection. a. Moderna: 0.5mL. NO dilution is required. Do not shake. b. Pfizer-BioNTech: 0.3 mL of the diluted Pfizer-BioNTech COVID-19 vaccine solution. c. Janssen (J&J): 0.5mL. NO reconstitution or dilution is required. This vaccine is a single dose; recipients do not need to come in for a second dose.			
	11. Visually inspect each dose in the dosing syringe prior to administration. Verify the final dosing volume is correct. Do not administer if vaccine is discolored or contains particulate matter. Administer vaccine immediately once dosing syringe passes inspection.			
	12. Control limb with non-dominant hand: hold needle an inch from skin and insert quickly at appropriate angle (90 degrees for IM).			
	13. Inject vaccine using steady pressure. Do not aspirate. Withdraw needle at angle of insertion (90 degrees for IM). Use proper			

	technique to prevent needle-stick injury, such as using same hand to operate safety guard on needle after injection.			
	14. Apply gentle pressure to injection site for several seconds (use gauze pad or Band-Aid).			
	15. Dispose of needle and syringe in sharps container.			
	16. Record the date and time of first and subsequent uses of the vaccine on the vaccine vial label.			
	17. Properly dispose of vaccine vial once all doses have been exhausted. Report all wasted doses using the Vaccine Wastage Reporting Tool. This is required per the CDC agreement. https://redcap.vdh.virginia.gov/redcap/surveys/?s=YC743RTCMN			
	18. Only if the patient indicated a previous severe allergic reaction to a vaccine or injectable, or history of anaphylaxis, patient should be observed for 30 minutes. All other patients should be observed for 15 minutes. Be cognizant of the potential for vasovagal reactions.			
	19. Report any observed adverse events immediately to supervisor.			
	20. Before the recipient leaves, ensure you have scheduled their second dose, if applicable. a. Moderna: 28 days b. Pfizer_BioNTech: 21 days c. Janssen (J&J): N/A, single dose vaccine			
	21. Provide the patient a filled out dose card including their second dose information. Encourage self-enrollment in VaxText.			
E Documentation	Fully document vaccine in patient chart: date, lot number, expiration, manufacturer, injection site, vaccinator, EUA vaccine fact sheet date. This should be accomplished in EMR and/or PrepMod.			

Plan of Action in Case of Remediation

Circle desired next steps and write in the deadline for completion, and date for the follow-up review.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Watch video on immunization techniques and review CDC's Vaccine Administration eLearn, available at:
www.cdc.gov/vaccines/hcp/admin/resource-library.html 2. Review site/clinic protocols. 3. Review manuals, textbooks, wall charts, or other guides. 4. Review package inserts. 5. Review vaccine storage and handling guidelines or videos. 6. Observe other staff with patients. 7. Practice injections. | <ol style="list-style-type: none"> 8. Read Vaccine Information Statements. 9. Be mentored by someone who has demonstrated appropriate immunization skills. 10. Role play (with other staff) interactions with parents and patients, including age appropriate comfort measures. 11. Attend a skills training or other appropriate courses/training. 12. Attend healthcare customer satisfaction or cultural competency training. 13. Renew CPR certification. 14. Other _____ |
|---|--|

File the Skills Assessment Checklist in the employee's personnel folder.

Plan of Action Deadline (if applicable): _____

Date of Next Review (if applicable): _____

Employee/Volunteer Signature & Date: _____

Supervisor Signature & Date: _____

Appendix B: Guidance and Skills Assessment Checklist for Individuals Involved in Storage and Handling of the Moderna Covid-19 Vaccine

NOTE: This training is in addition to guidance provided on routine storage and handling on the CDC website.

Specific training for [Storage and Handling of the Moderna COVID-19 Vaccine](#) is located on the CDC web site. ALL guidance from CDC MUST be followed when storing and handling Moderna COVID-19 vaccine. Links to useful CDC resources are linked below:

1. [Storage and Handling Summary](#)
2. [Moderna BUD Guidance and Labels](#)
3. [Storage and Handling Labels](#)
4. [Refrigerator Storage Temperature Log \(Celsius\)](#)
5. [Refrigerator Storage Temperature Log \(Fahrenheit\)](#)
6. [Freezer Storage Temperature Log \(Celsius\)](#)
7. [Freezer Storage Temperature Log \(Fahrenheit\)](#)
8. [Vaccine Storage Troubleshooting Record for temperature excursions](#)
9. [U.S Pharmacopeia \(USP\) COVID-19 Vaccine Storage and Handling Toolkit](#) (includes guidance for labeling individual syringes that are being transported off site)

Competency	Clinical skills, techniques, and procedures	Needs to Improve	Meets or Exceeds Expectations	Required Plan of Action
A Vaccine Preparation for Moderna COVID-19 vaccine <i>Vaccine does not require dilution</i> Only required if using Moderna COVID-19 vaccine	1. Perform proper hand hygiene prior to preparing vaccine.			
	2. When removing vaccine from freezer, look to ensure storage unit temperature is in proper range.			
	3. Remember that, Moderna COVID-19 vaccine multi-dose vial contains a frozen suspension that does not contain a preservative and must be thawed prior to administration.			
	4. Remove the required number of vials from storage and thaw each vial before use. Thaw in refrigerated conditions between 2 to 8 °C (36 to 46 °F) for 2 hours and 30 minutes for the maximum 11-dose vial, or 3 hours for the maximum 15-dose vial.			
	5. After thawing, let vial stand at room temperature for 15 minutes before administering. Alternatively, thaw at room temperature between 15 to 25°C (59 to 77°F) for 1 hour for the maximum 11-dose vial, or 1 hour and 30 minutes for the maximum 15-dose vial. After thawing, do not refreeze.			

	6. Check vial expiration date of vial. Double check vial label and contents prior to drawing-up.			
	7. Prepare to draw vaccine in a designated clean area not adjacent to where potentially contaminated items are placed.			
	8. Swirl vial gently after thawing and between each withdrawal. Do not shake. Do not use and contact the manufacturer if vials are shaken instead of swirled. Do not dilute the vaccine.			
	9. Moderna COVID-19 vaccine is a white to off-white suspension. It may contain white or translucent product-related particulates. Visually inspect the Moderna COVID-19 vaccine vials for other particulate matter and/or discoloration prior to administration. If either of these conditions exists, the vaccine should not be administered.			
	10. Report all wasted doses using the Vaccine Wastage Reporting Tool. This is required per the CDC agreement. https://redcap.vdh.virginia.gov/redcap/surveys/?s=YC743RTCMN			
B Storage and Handling for Moderna COVID-19 vaccine	1. Vials that have not been punctured may be kept between 8°C and 25°C (46°F and 77°F) for up to 24 hours.			
	2. Vials MUST be discarded if vaccine is not used within 12 hours of the time the vial is punctured and stored between 2-25° Celsius (35-77° Fahrenheit) during this time.			

Plan of Action

Circle desired next steps and write in the deadline for completion, and date for the follow-up review.

1. Review site/clinic protocols.
2. Review manuals, textbooks, wall charts, or other guides.
3. Review package inserts.
4. Review vaccine storage and handling guidelines or videos.
5. Observe other staff with patients.
6. Read Vaccine Information Statements.
7. Be mentored by someone who has demonstrated appropriate skills.
8. Attend a skills training or other appropriate courses/training.
9. Other _____

File the Skills Assessment Checklist in the employee's personnel folder.

Plan of Action Deadline (if applicable): _____

Date of Next Review (if applicable): _____

Employee/Volunteer Signature & Date: _____

Supervisor Signature & Date: _____

Appendix C: Guidance and Skills Assessment Checklist for Individuals Involved in Storage and Handling of the Pfizer- BioNTech Covid-19 Vaccine

NOTE: This training is in addition to guidance provided on routine storage and handling on the CDC website.

Update: [Pfizer-BioNTech vaccine may now be stored in a conventional freezer for up to 2 weeks](#) or [in the regular refrigerator at 2°C to 8°C \(35°F to 46°F\) for up to 31 days](#). For freezer storage, it must be set to -25°C and -15°C. If storing the vaccine in a freezer with routinely recommended vaccines, carefully adjust the freezer temperature to the correct temperature range for this vaccine.

Specific training for [Storage and Handling of Pfizer-BioNTech COVID-19 Vaccine](#) is located on the CDC web site as well as on the [Pfizer-BioNTech manufacturer website](#). ALL guidance from CDC MUST be followed when storing and handling Pfizer BioNTech COVID-19 vaccine. Links to useful resources are linked below (note that some resources may not yet include the latest update on storing vials at conventional freezer temperatures):

1. [Storage and Handling Summary](#)
2. [Pfizer BUD Guidance and Labels](#)
3. [Freezer Storage Guidelines \(page 35\)](#)
4. [Delivery Checklist](#)
5. [Storage and Handling Labels](#)
6. [Vaccine Expiration Date Tracking Tool](#)
7. [Refrigerator Storage Temperature Log \(Celsius\)](#)
8. [Refrigerator Storage Temperature Log \(Fahrenheit\)](#)
9. [Ultra-Cold Vaccine Storage Temperature Log \(Fahrenheit\)](#)
10. [Ultra-Cold Vaccine Storage Temperature Log \(Celsius\)](#)
11. [Vaccine Storage Troubleshooting Record for temperature excursions](#)
12. [Dry Ice Safety](#)
13. [U.S Pharmacopeia \(USP\) COVID-19 Vaccine Storage and Handling Toolkit](#) (includes guidance for labeling individual syringes that are being transported off site)

Competency	Clinical skills, techniques, and procedures	Needs to Improve	Meets or Exceeds Expectations	Required Plan of Action
A Unpacking and moving vials to ULT Freezer or Using the	1. Upon receipt, disable GPS tracker by pressing the stop button on device. Inspect the package for damage and quantity. Report shipment issues immediately to supervisor.			
	2. Don dry ice gloves. Remove ice pod from shipper. Take vials out of payload sleeve to ULT freezer, this			

Thermal Shipper (if freezer is unavailable) for Pfizer-BioNTech COVID-19 vaccine <i>Only required for those involved in storage and handling</i>	must be done in less than 5 minutes to prevent thawing.			
	3. When removing tray from thermal shipper, minimize the time the shipper is open to no more than 2 times per day for up to 3 minutes each time. Use packaging tape to reseal the outer carton after each entry.			
	4. IF ULT FREEZER IS NOT AVAILABLE, Don dry ice gloves. Dispense ice pellets into shipper per icing instructions provided.			
	5. Close the box to ensure the box is sealed appropriately.			
	6. Add additional dry ice every five days accordingly.			
B Storage and Handling outside ULT	1. IF STORED IN FREEZER: Before mixing, the vaccine may be stored in the freezer between -25°C and -15°C (-13°F to 5°F) for up to 2 weeks. This beyond-use date replaces the manufacturer's expiration date. The total time vials are stored at these temperatures should be tracked and should not exceed 2 weeks. If storing the vaccine in a freezer with routinely recommended vaccines, carefully adjust the freezer temperature to the correct temperature range for this vaccine.			
	2. IF STORED IN FRIDGE: Fridge must be set to 2°C – 8°C (36°F and 46°F) for up to 31 days. Do NOT refreeze thawed vaccine.			
	3. IF STORED AT ROOM TEMPERATURE: Unpunctured vials cannot be kept at room temperature, up to 25°C (77°F), for more than 2 hours (including thaw time). The amount of time needed to thaw vaccine varies based on temperature and number of vials. Once mixed, vaccine can be left at room temperature (2°C to 25°C [35°F to 77°F]) for up to 6 hours.			
	4. Vaccine vials should not be shaken. Right before use, the vaccinator should invert and evert the vials gently to mix. Take care not to shake any vials.			
	5. Report all wasted doses using the Vaccine Wastage Reporting Tool. This is required per the CDC agreement. https://redcap.vdh.virginia.gov/redcap/surveys/?s=YC743RTCMN			
C Vaccine Preparation & Dilution	Remove 1 vial for every 6 recipients. Thaw vaccine in the refrigerator or at room temperature. Amount of time needed to thaw vaccine varies based on temperature and number of vials. In refrigerator: Between 2°C and 8°C (36°F and 46°F). At room temperature (for immediate use): Up to 25°C (77°F).			

	<p>Vials MUST be discarded if vaccine is not used within 6 hours of the time the vial is punctured and stored between 2-25° C (35-77° F) during this time.</p> <p>Unpunctured vials cannot be kept at room temperature (up to 25°C /77°F), for more than 2 hours (including thaw time). Unpunctured vials at room temperature must be diluted within 2 hours.</p>			
	<p><u>Pfizer Vaccine must be diluted prior to use.</u></p>			
	<p>1. Gather Supplies Required to Prepare Vaccine:</p> <ul style="list-style-type: none"> • 1 Vial Pfizer-BioNTech COVID-19 Vaccine • 1 Vial 0.9% Sodium Chloride Injection (at least 2 mL) • 1 diluent syringe/needles (3 mL syringe/21 G needle rec.) • 6 dosing syringes/needles (1 mL syringe/IM injection needle) <i>1 vial = Six (6) 30 mcg doses in 0.3 mL injections</i> • Other ancillary materials such as swabs, gloves, PPE • Sharps container 			
	<p>2. Invert vial gently ten times to mix. DO NOT shake. <i>The amount of time needed to thaw Pfizer-BioNTech COVID-19 Vaccine varies based on temperature and number of vials.</i></p>			
	<p>3. Cleanse the stopper with single use antiseptic swab.</p>			
	<p>4. Insert 1.8 mL of air into the 0.9% Sodium Chloride Injection, USP.</p>			
	<p>5. With the needle still in the vial, withdraw 1.8mL of the 0.9% Sodium Chloride Injection, USP.</p>			
	<p>6. Remove the needle from the Sodium Chloride and insert it into the thawed COVID-19 vaccine. Insert 1.8 mL of 0.9% Sodium Chloride Injection, USP (Bacteriostatic saline or other diluents must <u>not</u> be used).</p>			
	<p>7. Ensure vial pressure is equalized by withdrawing 1.8 mL air into the empty diluent syringe before removing the needle from the vial.</p>			
	<p>8. Remove the needle and discard the needle and syringe into the sharps container. IMPORTANT: Regardless of the volume of the diluent vial, it can only be used ONE TIME for dilution. (After 1.8 mL withdrawal, the remaining diluent MUST be discarded).</p>			
	<p>9. Invert gently ten times to mix. Do not shake. If unable to get a 6th dose from the vial, report it as wastage.</p>			
	<p>10. The vaccine will be off-white in color. Do not use if discolored or contains particulate matter.</p>			

	11. Note the date and time the vaccine was mixed on the vial. Keep mixed vaccine between 2°C and 25°C (36°F to 77°F), with minimize exposure to room light, and avoid exposure to direct sunlight and ultraviolet light. Administer within 6 hours. <u>Discard any unused vaccine after 6 hours.</u> Do not return to freezer storage.			
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Plan of Action

Circle desired next steps and write in the deadline for completion, and date for the follow-up review.

1. Review site/clinic protocols.
2. Review manuals, textbooks, wall charts, or other guides.
3. Review package inserts.
4. Review vaccine storage and handling guidelines or videos.
5. Observe other staff with patients.
6. Read Vaccine Information Statements.
7. Be mentored by someone who has demonstrated appropriate skills.
8. Attend a skills training or other appropriate courses/training.
9. Other _____

File the Skills Assessment Checklist in the employee's personnel folder.

Plan of Action Deadline (if applicable): _____

Date of Next Review (if applicable): _____

Employee/Volunteer Signature & Date: _____

Supervisor Signature & Date: _____

Appendix D: Guidance and Skills Assessment Checklist for Individuals Involved in Storage and Handling of the Janssen (J&J) Covid-19 Vaccine

NOTE: This training is in addition to guidance provided on routine storage and handling on the CDC website.

Specific training for [Storage and Handling of the J&J COVID-19 Vaccine](#) is located on the CDC web site. ALL guidance from CDC MUST be followed when storing and handling J&J COVID-19 vaccine. Links to useful resources are linked below:

1. [J&J Vaccine Storage and Handling Summary](#)
2. [Storage, Dosage, and Administration Guide, Video, and Other Resources](#)
3. [Refrigerator Storage Temperature Log \(Celsius\)](#)
4. [Refrigerator Storage Temperature Log \(Fahrenheit\)](#)
5. [J&J Vaccine Storage and Handling Labels](#)
6. [Transport Guidance Summary](#)
7. [Transport Temperature Log](#)
8. [Vaccine Storage Troubleshooting Record for temperature excursions](#)
9. [U.S Pharmacopeia \(USP\) COVID-19 Vaccine Storage and Handling Toolkit](#) (includes guidance for labeling individual syringes that are being transported off site)

Competency	Clinical skills, techniques, and procedures	Needs to Improve	Meets or Exceeds Expectations	Required Plan of Action
A Vaccine Preparation for Janssen J&J COVID-19 vaccine <i>Vaccine does not require dilution</i> Only required if using J&J COVID-19 vaccine	1. Perform proper hand hygiene prior to preparing vaccine.			
	2. If vaccine is still frozen upon receipt, thaw at 36°F to 46°F (2°C to 8°C). If needed immediately, thaw at room temperature (maximally 77°F/25°C). At room temperature, a carton of 10 vials will take ~2 hours to thaw, and an individual vial will take ~1 hour to thaw. Do not re-freeze once thawed.			
	3. Remove the required number of vials from storage and thaw each vial before use.			
	4. When removing vaccine from fridge look to ensure storage unit temperature is in proper range.			
	5. Check vial expiration date of vial. Double check vial label and contents prior to drawing-up. Record the date and time of first use on the Janssen J&J COVID-19 Vaccine vial label.			
	6. The J&J COVID-19 Vaccine is a colorless to slightly yellow, clear to very opalescent sterile suspension that does not contain a preservative. Visually inspect			

	the J&J COVID-19 Vaccine vials for particulate matter and discoloration prior to administration. If either of these conditions exist, do not administer the vaccine. Visually inspect each dose in the dosing syringe prior to administration.			
	7. Prepare to draw vaccine in a designated clean area not adjacent to where potentially contaminated items are placed.			
	8. Carefully mix the contents of the multi-dose vial by swirling gently in an upright position for 10 seconds. Do not shake.			
	9. Report all wasted doses using the Vaccine Wastage Reporting Tool. This is required per the CDC agreement. https://redcap.vdh.virginia.gov/redcap/surveys/?s=YC743RTCMN			
B Storage and Handling for Janssen J&J COVID-19 vaccine	1. Store unpunctured multi-dose vials of the Janssen COVID-19 Vaccine at 36°F to 46°F (2°C to 8°C) and protect from light. Do not store frozen.			
	2. Unpunctured vials of the vaccine may be stored between 47°F to 77°F (9°C to 25°C) for up to 12 hours.			
	3. After the first dose has been withdrawn , hold the vial between 36°F and 46°F (2°C to 8°C) for up to 6 hours or at room temperature (maximally 77°F/25°C) for up to 2 hours. Discard the vial if vaccine is not used within these times.			

Plan of Action

Circle desired next steps and write in the deadline for completion, and date for the follow-up review.

1. Review site/clinic protocols.
2. Review manuals, textbooks, wall charts, or other guides.
3. Review package inserts.
4. Review vaccine storage and handling guidelines or videos.
5. Observe other staff with patients.
6. Read Vaccine Information Statements.
7. Be mentored by someone who has demonstrated appropriate skills.
8. Attend a skills training or other appropriate courses/training.
9. Other _____

File the Skills Assessment Checklist in the employee's personnel folder.

Plan of Action Deadline (if applicable): _____

Date of Next Review (if applicable): _____

Employee/Volunteer Signature & Date: _____

Supervisor Signature & Date: _____

Appendix E: Record of Changes

Date	Description of Update	Updated by
1/11/21	Correct times of courses: Bloodborne pathogens 20 min, Airborne pathogens 20 minutes, Safe Use and Disposal of Multi-Dose Vials 20 minutes	Suzi Silverstein
1/14/21	Separated skills assessment checklists into four individual sections (<i>Refer Appendices A-D</i>) <ul style="list-style-type: none"> • Moderna Covid-19 Vaccine Administration • Pfizer-BioNTech Covid-19 Vaccine Administration • Storage and Handling of the Moderna Covid-19 Vaccine • Storage and Handling of the Pfizer-BioNTech Covid-19 Vaccine 	Suzi Silverstein
1/14/21	Provides option for Just in Time Training at the clinic site. (<i>Refer Section V, part B</i>)	Jeannine Uzel
1/14/21	Reinforces definitions of traditional versus non-traditional vaccinators. (<i>Refer Section V, post-part E Training Requirements by Role</i>)	Jeannine Uzel
1/14/21	Clarifies CPR certification requirements for EMS professionals. (<i>Refer table in Section V, row for CPR training</i>)	Jeannine Uzel
1/22/21	II. EMS Supervision – modified language	OAG
1/22/21	II. Changed “provider” to “prescriber”	OAG
1/22/21	III 4. Updated HHS document reference to current version	OAG
1/22/21	III 5. Changed IMT Intermediate and EMT Paramedic to those with valid ALS certificate	OAG
2/19/21	II. Included guidance for identification badges and licensure	Zofia Lemise
2/19/21	V. B. Indicated update to Safe Use and Disposal of Multi-Dose Vials training, including details about number of doses in Pfizer-BioNTech vaccine and avoiding and reporting wasted doses	Zofia Lemise
2/19/21	V. Changed requirement to take trainings for all COVID-19 vaccines	Zofia Lemise
2/19/21	Appendix D and E. Added requirement for reporting wasted doses	Zofia Lemise
2/24/21	Appendix A and B. Clarifies those required to have a CPR certification	Zofia Lemise

3/2/21	Appendix C and F. Added Skills Checklists for J&J Vaccine	Zofia Lemise
3/2/21	V. Added training requirements for J&J Vaccine	Zofia Lemise
3/2/21	II. III. V. Added additional guidance about vaccinator roles	Zofia Lemise
3/2/21	Appendix E. Updated Pfizer storage and handling checklist to reflect updated EUA	Zofia Lemise
3/2/21	Appendix A, B, C. Added language to skills checklists about prevention of needlestick injury.	Zofia Lemise
3/3/21	V. Added link to Best Practices for Vaccination Clinics in table of trainings.	Zofia Lemise
3/3/21	Appendix E. Added updated resources and information regarding update to allow Pfizer-BioNTech vaccine to be stored in a conventional freezer for up to 2 weeks.	Zofia Lemise
3/4/21	V. Added additional optional trainings section.	Zofia Lemise
3/15/21	II. Added language to account for Active Duty Military and Military Medical Personnel	Zofia Lemise
3/18/21	V. Added link to community vaccinator training plan	Zofia Lemise
3/23/21	II. III. Added language to reflect PREP Act coverage for students of health professions.	Zofia Lemise
3/23/21	III. Added language to reflect PREP Act update on 3/16/21 including updated coverage for pharmacists, pharmacy interns, and pharmacy technicians with expired licenses.	Zofia Lemise
3/23/21	Appendix D,E,F. Added link to USP storage and handling resource, includes guidance on transporting vaccine	Zofia Lemise
3/24/21	V. Added additional resources for storage and handling	Zofia Lemise
4/1/21	Appendices A-D. Updated Skills Checklists for COVID-19 Vaccine Administration as a generic skills checklist	Zofia Lemise
4/2/21	V. Added TRAIN ID for Vaccinator Skills Checklist	Zofia Lemise
5/3/21	V. Updated Safe Use and Disposal of Multi-Dose Vials TRAIN ID and clarified that those who passed the retired version of the training do not need to take the new one as well.	Zofia Lemise
5/6/21	Appendix A: Updated amount of time punctured Moderna vaccine vials can be kept before they must be discarded, from 6 to 12 hours and added guidance on how long vials can be kept at room temperature if unpunctured (24 hours)	Zofia Lemise
6/3/21	Appendix C: Updated Pfizer-BioNTech guidance to reflect updated refrigerator storage length to 31 days	Zofia Lemise
6/8/21	V. Replaced additional resources with link to webpage with collection of storage and handling resources	Zofia Lemise

6/24/21	page 3, Medical Military Personnel para, line 4: Separated blended text and link into distinct working link and text.	Susan Margaret
6/24/21	page 4, Pharm Interns and tech para, line 1: Check that 3 rd Amendment declaration is to most current version. https://www.hhs.gov/sites/default/files/third-amendment-declaration.pdf	Susan Margaret
6/24/21	page 6, section IV: corrected links to both statute codes	Susan Margaret
6/24/21	page 7 Community Vaccinators: Made note for Suzi to check with Meagan about training plan link for CV. Removed invalid link for "Separate training plan".	Susan Margaret
6/24/21	Page 9, Moderna Vaccine: Added "Administering", removed "Storage and Handling" for Moderna TRAIN module title	Susan Margaret
6/24/21	page 9 J&J Vaccine: Corrected link to TRAIN module page (previously invalid link).	Susan Margaret
6/24/21	page 9, VAERS: Changed link name from "Quick Reference Guide" to "VAERS Report Event"	Susan Margaret
6/24/21	page 10, last line: Removed notes to check links and check storage temps	Susan Margaret
6/24/21	page 13, Appendix A, section D, item 20: Removed invalid link for "dose card"	Susan Margaret
6/24/21	page 13, Appendix A, section C, Moderna, first and second box: Added details for 11 dose and 15 dose vials.	Susan Margaret
6/24/21	page 14, Appendix A, section C, J&J, first box: Added details about unpunctured vials storage times and temp	Susan Margaret
6/24/21	page 14, Appendix A, section C, Pfizer, first box: Added thawing details for refrigerator and room temps.	Susan Margaret
6/24/21	page 14, Appendix A, section C, Pfizer, second box: Added "unpunctured vials" times and temp.	Susan Margaret
6/25/21	page 15, Appendix A, section C, Pfizer, "2. Invert" box: changed from 30 minutes thaw to "varies..."	Susan Margaret
6/25/21	page 16, Appendix B, Competency A, box 4: add info for 11-dose and 15-dose vials	Susan Margaret
6/25/21	page 17, Appendix B, Competency A, box 5: add info for 11-dose and 15-dose vials	Susan Margaret
6/25/21	page 18, Appendix C, #3, Freezer Storage: Updated link to go to new page (previously 30, now 35)	Susan Margaret
6/25/21	page 18, Appendix C, #5, S&H Labels: Updated link to new redirect	Susan Margaret

6/25/21	page 19, Appendix C, section A Unpacking..., #3, removing tray from...: Updated times for opening thermal shipper	Susan Margaret
6/25/21	page 19, Appendix C, section A Unpacking..., #7, Stored in freezer...: Updated times and details for storage.	Susan Margaret
6/25/21	page 19, Appendix C, section A Unpacking..., #8. Fridge...: Added "Do not refreeze thawed vaccine."	Susan Margaret
6/25/21	page 19, Appendix C, section A Unpacking..., #9, Room temp: Added unpunctured details, thaw times, and mixed vials times	Susan Margaret
6/25/21	page 21, Appendix D, section A, #4 Unpunctured...: Added storage times for punctured vials at room temp.	Susan Margaret
6/25/21	page 21, Appendix D, section A, #6 Thaw: Added details about thawing times and temps.	Susan Margaret
6/29/21	Page 9 inserted code referencing CPR requirements	Suzi Silverstein
6/30/21	p13-15 Moderna specific Checklist Components: Removed section, moved information to line 20 of p13 admin Vax on Appendix A and into Appendix B	Susan Margaret
6/30/21	p13-15 J&J specific Checklist Components: Removed section, moved information to line 20 of	Susan Margaret
6/30/21	p13 admin Vax on Appendix A and into Appendix D	Susan Margaret
6/30/21	p13-15, Pfizer specific Checklist Components: Removed section, moved information to line 20 of p13 admin Vax on Appendix A and into Appendix C:	Susan Margaret
6/30/21	p 16, Appendix B "Storage and Handling", lines 1 & 2	Susan Margaret
6/30/21	p 18, Appendix C, "Storage and Handling outside ULT": moved lines 7-11 from A into new section B, moved lines 7-11 from A into new section B as lines 1-5.	Susan Margaret
6/30/21	p18-19, Appendix C, Vax Prep and Dilution: Moved from Appendix A Pfizer specific checklist components as Section C Vax Prep and Dilution	Susan Margaret
6/30/21	p21, Appendix D, section A Vax prep: corrected for J&J (from Moderna)	Susan Margaret
6/30/21	p21-22, Appendix D, section A Vax prep: Moved from Appendix A J&J specific checklist components as Section B S&H	Susan Margaret
6/30/21	p13-15 Moderna specific Checklist Components: Removed section, moved information to line 20 of p13 admin Vax on Appendix A and into Appendix B	Susan Margaret
6/30/21	p13-15 J&J specific Checklist Components: Removed section, moved information to line 20 of	Susan Margaret

6/30/21	p13 admin Vax on Appendix A and into Appendix D	Susan Margaret
6/30/21	p13-15, Pfizer specific Checklist Components: Removed section, moved information to line 20 of p13 admin Vax on Appendix A and into Appendix C:	Susan Margaret
6/30/21	p 16, Appendix B "Storage and Handling", lines 1 & 2	Susan Margaret
6/30/21	p 18, Appendix C, "Storage and Handling outside ULT": moved lines 7-11 from A into new section B, moved lines 7-11 from A into new section B as lines 1-5.	Susan Margaret
6/30/21	p18-19, Appendix C, Vax Prep and Dilution: Moved from Appendix A Pfizer specific checklist components as Section C Vax Prep and Dilution	Susan Margaret
6/30/21	p21, Appendix D, section A Vax prep: corrected for J&J (from Moderna)	Susan Margaret
6/30/21	p21-22, Appendix D, section A Vax prep: Moved from Appendix A J&J specific checklist components as Section B S&H	Susan Margaret